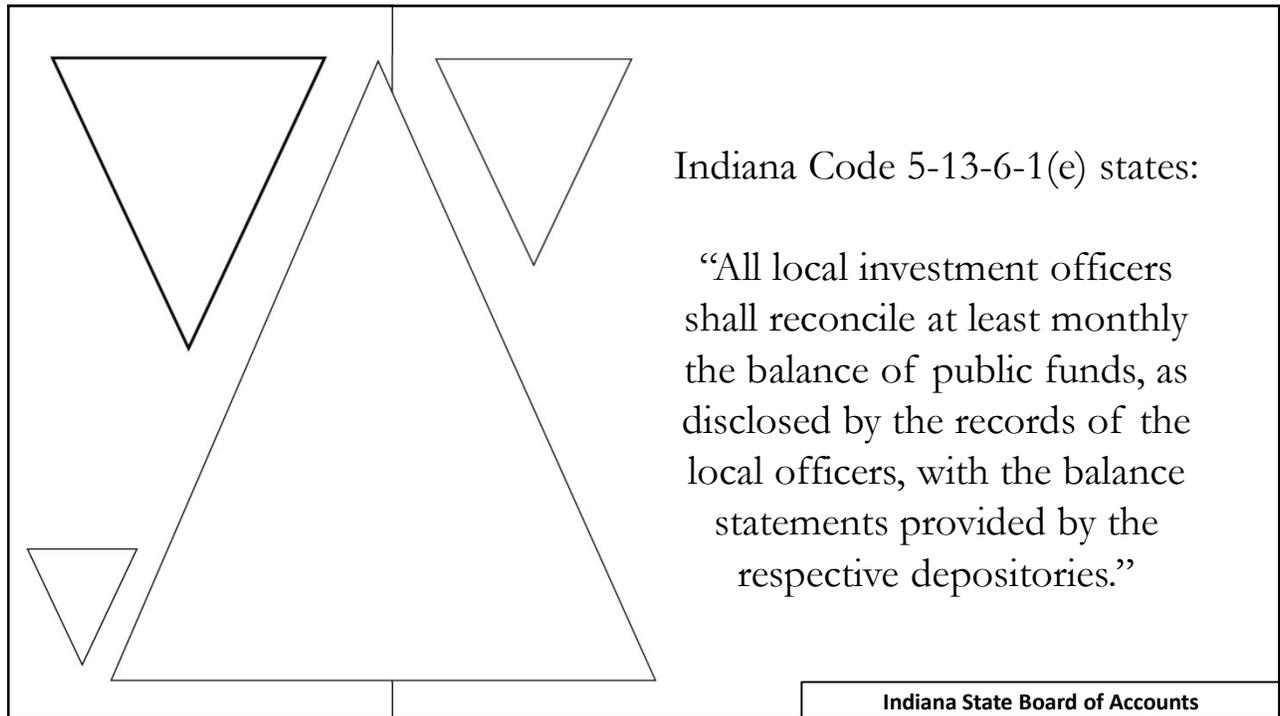
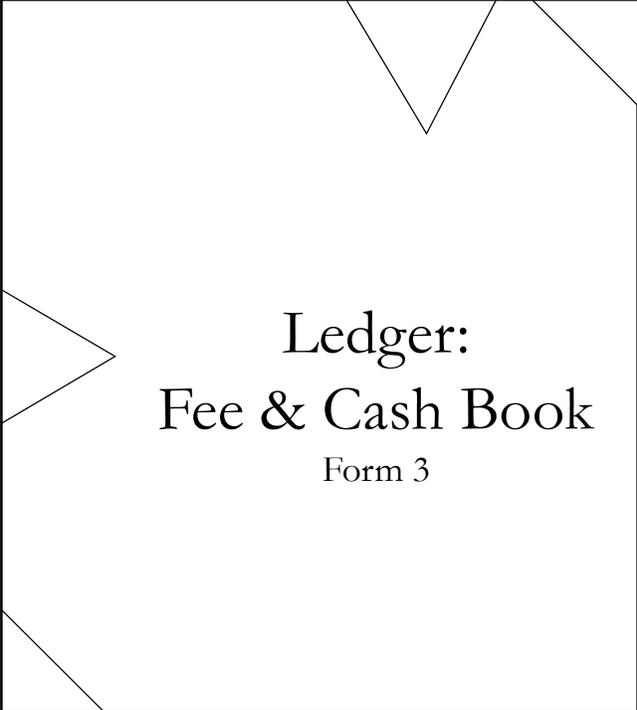


1



2



Ledger: Fee & Cash Book

Form 3

A written or computerized record of all transactions (Receipts and Disbursements) the office has completed. These transactions are recorded at the moment they occur. A running balance should be available after each transaction and totals for receipts and disbursements should be calculated at the end of the month.

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Receipts and Disbursements

- Reconcile Collections to Receipts Posted Daily
 - ❖ Count Cash Drawers
 - ❖ Reconcile to Deposit Report
 - ❖ Account for Cash Change
 - ❖ Document and Cash Over / Short
- Make Daily Deposits
- Account for electronic payments (Debit, Credit, ACH)
- Post all Disbursements

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A report issued by the bank to the depositor documenting all the activity that occurred during a specified period of time. This statement provides a balance at both the beginning and end of the specified period

Bank Statement

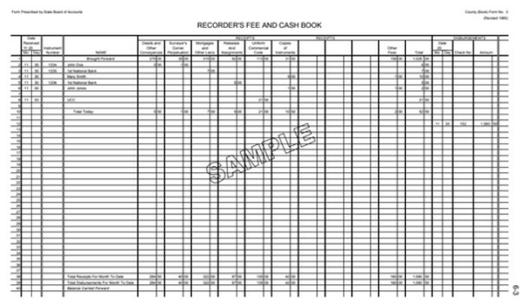
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Reconcile the Differences



=

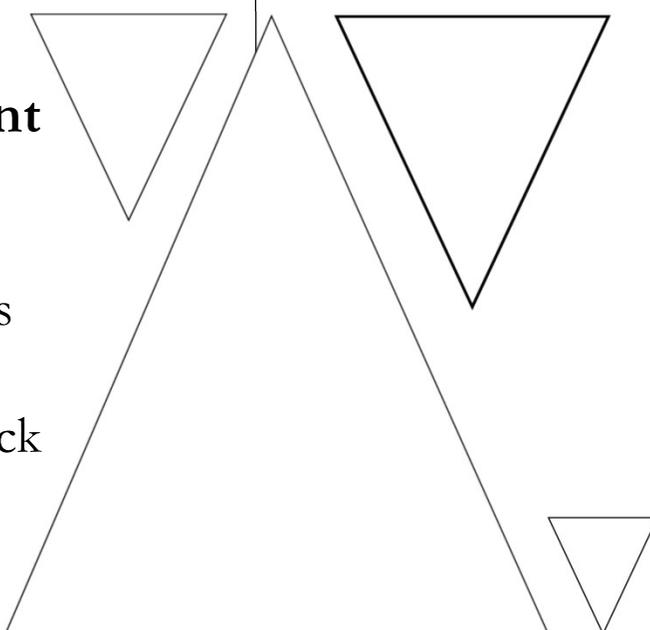


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Bank Reconciliation Process:

1. Trace all Deposits
2. Trace all Checks
3. Outstanding Check List

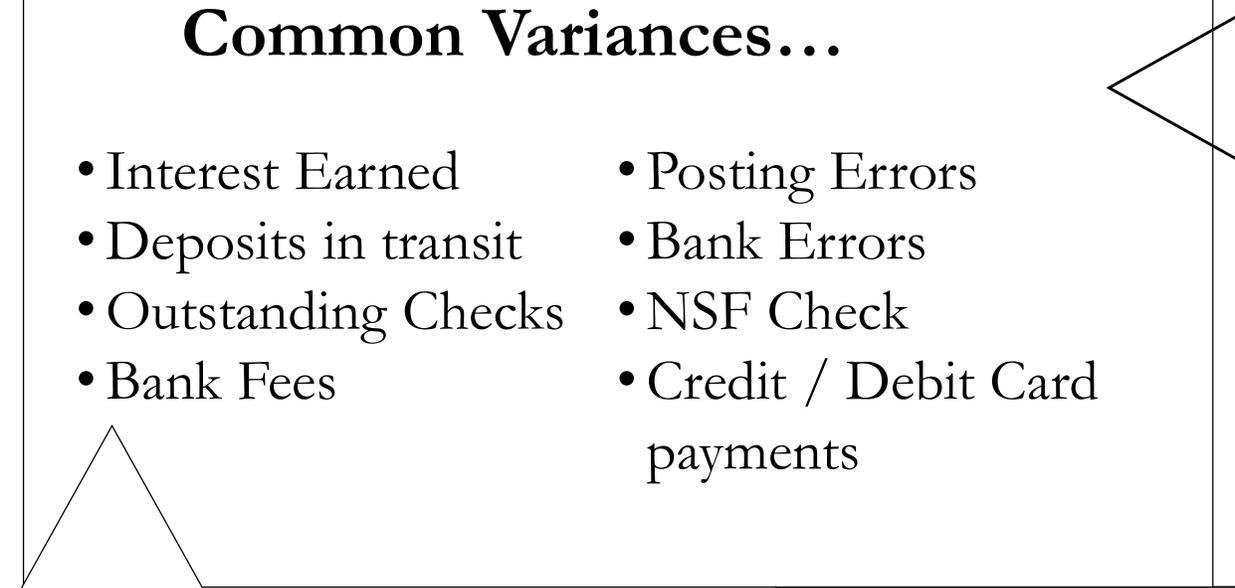


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Common Variances...

- Interest Earned
- Deposits in transit
- Outstanding Checks
- Bank Fees
- Posting Errors
- Bank Errors
- NSF Check
- Credit / Debit Card payments



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<p>Ending Bank Balance</p> <p>+ Deposits in Transit</p> <p>+ Credit /Debit Payment</p> <p>+/- Bank Errors</p> <p>- Outstanding Checks</p> <hr/> <p>Adjusted Bank Balance</p>	<p>Ending Record Balance</p> <p>+ Credit /Debit Payment</p> <p>+/- Interest Earned</p> <p>+/- Posting Errors</p> <p>- Bank Fees</p> <p>- NSF Checks</p> <hr/> <p>Adjusted Record Balance</p>
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If all variances are identified, you are RECONCILED!!!!

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Next Steps...Post Variances

Ending **Record** Balance
 + Credit /Debit Payment
 +/- Interest Earned
 +/- Posting Errors
 - Bank Fees
 - NSF Checks

Adjusted Record Balance

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Credit / Debit Payments



- Post any credit / debit payments by issuing a receipt when notified of an electronic payment. This is for online payments and may be done throughout the month.
- SO...this may or may not be a reconciling item

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Bank Interest and Fees

- Post any:
 - ❖ Interest earned by the bank
 - ❖ Bank fees taken by the bank
- Bank fees can be netted against interest when posting however if bank fees are higher than interest, need a claim from General fund to make account whole.



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Insufficient Fund Checks



- Void the receipt (Notification by bank)
- Follow up with payers to collect fees owed
- Does the County have a policy of NSF checks and any additional fees



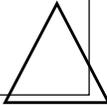
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Posting Errors

- Correct any Posting Errors such as:
 - ❖ Transposition Errors
 - ❖ Double postings
 - ❖ Transaction not posted
 - ❖ Wrong information

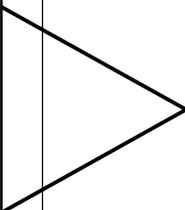


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Next Steps...Report of Collections

- Fees are remitted to the County Treasurer monthly (by the 10th)
- Fees are accompanied by the Report of Collections
- All receipts are included on the Report of Collections, however, until the electronic payments are credited to the bank, do not include them on the report of collections



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Next Steps...Gateway Upload

- Monthly:
 - ❖ Bank Reconciliation
 - ❖ Bank Statement
 - ❖ Outstanding Check List
 - ❖ Cash Balance Report (Form 3)

****Note:** If the Recorders office does not have a separate bank account no uploads are required**

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Audit Expectations:

- Collections are remitted properly
- Bank Reconciliations are current and complete
- Deposit Daily
- Transactions posted properly
- Fees are proper
- Record Retention

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Contact Us:

Government Technical Assistance
& Compliance (**GTAC**) Directors:

Lori Rogers & Ricci Hofherr

Phone: 317-232-2512

Email: Counties@sboa.in.gov



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QUESTIONS?????

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